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MEMORANDUM

TO: Applicant

FROM: Lisa Limbach, Exceptions Committee Coordinator
Department of Mental Health

SUBJECT: Exceptions Committee Process

If you are considering requesting an exception or removal from the Department of Mental Health's (DMH) Employee Disqualification Registry (EDR), below is important information you need to know.

1. Under section 630.170, RSMo, and 9 CSR 10-5.200, individuals who have been placed on the DMH EDR as a result of a substantiated finding of abuse, neglect, or misuse of funds, are prohibited from working in any public or private mental health programs operated, licensed, certified, accredited, in possession of deemed status, or funded by the Department. Once an individual's name has been added to the EDR, the individual can request an exception from the DMH Exceptions Committee under 9 CSR 10-5.210. Instructions for requesting an exception due to abuse/neglect are available on line at:
<http://dmh.mo.gov/about/employeedisqualification/index.htm> An exception, if granted, will not take the individual's name off the EDR; instead, the exception authorizes the individual to work as specified by the Exceptions Committee.
2. For those individuals placed on the EDR prior to August 28, 2012, they may request the Exceptions Committee to consider removing their name from the EDR. Instructions for requesting removal from the EDR are available on line at:
<http://dmh.mo.gov/about/employeedisqualification/index.htm>. Removal, if granted, would remove the individual's name from the EDR.
3. In addition to being disqualified from working in mental health settings due to substantiated findings of abuse/neglect, under section 630.170, RSMo, and 9 CSR 10-5.190, individuals who have been found guilty of or pleaded guilty (including those that received a suspended imposition of sentence or a suspended execution of sentence) or nolo contendere to certain specified crimes are disqualified from

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working in mental health programs that are operated, licensed, certified, accredited, in possession of deemed status, or funded by DMH. Any individual who is disqualified due to criminal history must obtain an exception from the DMH Exceptions Committee prior to working in a mental health setting. Instructions for requesting an exception due to criminal history are available on line at: <http://dmh.mo.gov/about/employeedisqualification/index.htm>. An exception, if granted, will authorize the individual to work as specified by the Exceptions Committee.

The Exceptions Committee meets twice a month. The meetings are generally held on the first and third Monday of each month, with the exception of holidays. Prior to submitting your packet to the Exceptions Committee, be sure to review your packet to make sure it is complete to avoid any delays. Packets that are incomplete may be denied. Your packet needs to be received one week before the meeting date in order to be placed on the agenda for that week. Please also include a contact number with your packet. If you wish to fax your information you may fax it to 573-751-8069. If you have any questions, please contact me at 573-751-8202.

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